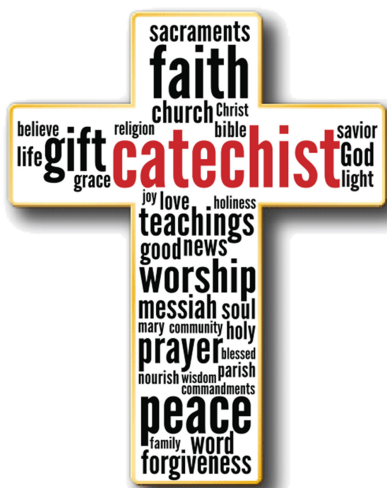


Holy Family Religious Education



Parent Handbook

2023-2024

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Welcome to Religious Education!

We are truly fortunate to be partnering with you in this new journey, as we all explore our faith, teach our children, and grow closer to Jesus together!

In the fall, we will be having an opening event to bless the backpacks, and light refreshments will be served. We will share the dates for these events at a later time.

Holy Family Religious Education Policies 2023-2024

It is our goal to provide the children in this parish with a quality Religious Education Program. Its purpose is threefold:

1. To teach the faith and traditions of the Catholic Church.
2. To foster growth of Catholic moral principles.
3. To inspire a fuller prayer life to build a deeper relationship with God.

Together we can provide our children with the quality religious education they deserve.

Please read this handbook and discuss the importance of these policies with your child.

Admission: Families must completely fill out online registration forms and provide a copy of the Baptismal Certificate for each child entering the program. Families must be registered members of Holy Family Parish for their children to attend the program. Transfers from other faith formation programs are permitted, but require a letter of transfer from the child's previous faith formation program. All children who have not received prior instruction will be evaluated on an individual basis to determine the appropriate level at which they should begin the faith formation program.

Arrival: Parents are permitted to arrive 15 minutes prior to their session to sign in.

Attendance: If your family is unable to attend their scheduled session, please review the class materials at home with your child.

Bathroom Use: Please see that your child uses the bathroom at home before coming to class. If your child has a physical condition that might require several trips to the bathroom, please notify the Religious Education Office.

Behavior: One of the goals of the Religious Education Program is to foster growth of Catholic moral principles. It is expected that students obey all the rules and policies of the Holy Family Religious Education Program, as well as the rules of courtesy and civility.

The following acts will not be tolerated:

- Destruction of school or personal property of another student. Students caught vandalizing anywhere on the parish or school property will be responsible for the repair of damages.
- Disrespect of teacher or fellow students by words, actions, and/or bullying.
- Stealing.
- Leaving school property before dismissal without consent.
- Fighting.
- Obscene language.
- Use of electronic devices during class time (iPods, iPads, cell phones, video games, etc.). These items will be confiscated and will need to be picked up by the parent, in the office, after class. Cell

phones may be brought to class, but **MUST BE TURNED OFF** while class is in session.

Process for disciplinary action:

Step 1: Catechist will speak to the student individually concerning his/her behavior.

Step 2: Students whose behavior becomes a problem will be sent to the Administrator. Any time a student is sent from class for disciplinary reasons, the parent will be contacted by phone.

Step 3: If the disruptive behavior continues, a conference with the Administrator of the program, the parent/guardian, and the student will be arranged to discuss the child's behavior and possible removal from the program.

Calendar: A copy of the religious education calendar is distributed with your child's class assignment. The calendar can also be found on our website:

Cancellation of Class: Please refer to the [parish website](#) and Holy Family Religious Ed Facebook for emergency closings. Emails will also be sent out, as well as text messages (for those who have supplied their cell phone provider)

Closings will also be posted on channel 12 and <https://www.news12.com>

Weekly Class Times:

Monday Class: 5:30pm-6:30pm

Tuesday Class: 7:00pm- 8:00pm

Wednesday Class: 6:30pm- 7:30pm

Custody Issues and Orders of Protection:

Parent(s)/Guardian(s) must present all documents of custody issues and Orders of Protection to the Religious Education Office. If possible, a picture of the person against whom the Order of Protection was entered, should be kept on file. The Administrator must inform the catechist regarding any issues related to the custody of a child and Orders of Protection. Where there is an Order of Protection in effect, the parent or guardian must provide a list of names of those persons allowed to pick up the child. This list must bear a **notarized** signature of the parent or guardian. Where there is an Order of Protection in effect, anyone picking up the child must present a photo I.D. to the catechist.

If the catechist sees the person referred to by the Order of Protection, the police should be called immediately.

Dress Code: Appropriate clothing must be worn at all times. Students will be reminded of the following guidelines one time. If the student continues to disobey the rule, the student will be referred to the Administrator to set up a meeting with the student and his/her parent.

- No clothing may be worn with suggestive or questionable language or drawings.
- No bare midriffs or any/shirt/top that exposes cleavage.

- No basketball jerseys or see-through mesh, unless a T-shirt is worn underneath.
- No sagging pants that expose undergarments.
- No pajamas or bedroom slippers.
- Heelies (sneakers with skates on them) are not permitted.
- Hoods or hats may NOT be worn inside the church or school building.

Emergency Procedures and Fire Drills: In the event of an emergency evacuation of the school, students will be escorted to the church by the catechists. Parents will be instructed to meet their children in the church. For the safety of all, there will be a mandatory fire drill once a year. Emergency exit plans are provided to catechists.

Mass Attendance: Sunday worship is integral to our identity as Catholics. It is where we, as a parish family, are nourished by God’s Word and sacrament. We believe it is vital to your child’s faith formation to worship each and every Sunday. Therefore, we encourage you to attend Mass as a family each week.

Holy Family’s Weekend Mass Schedule is as follows:

Saturday: 5:00 PM

Sunday: 7:30 AM, 9:00 AM, 10:30 AM*, 12:00 Noon and 5:00 PM

Medical Conditions: For the safety of the students, parents are requested to notify the Religious Education Office of any special medical conditions, allergies, asthma, auditory or visual impairment, seizures, etc.

No medication of any kind may be given to a student by a catechist, volunteer or parish employee.

If an exception has to be made to administer an EPI Pen, the parent must provide the Administrator with the 'Food Allergy Action Plan' authorizing the Administrator or Religious Education Office staff to administer the EPI Pen. The parent must provide the Religious Education Office with an EPI Pen labeled with the child's name, which will remain in the Religious Education Office for the school year. At the end of the school year, the parent is responsible to pick up the EPI Pen and provide the office with a new EPI Pen at the beginning of the next school year. A photo of the child must be attached to the 'Food Allergy Action Plan.' All EPI Pen administrators must be trained in accordance with the law. In the event the person trained is not onsite, the parents of the child with a life-threatening allergy will be notified immediately to pick up their child. Disclosure of the allergic condition to staff will be on a 'need-to-know' basis. Under no circumstance should the student's medical condition be discussed with any parties who do not have an actual 'need to know.'

Photography: Photographs of children and catechists will be taken on several occasions, and for different purposes, including displaying on bulletin boards at Holy Family School and Church, Holy Family Facebook and used in Sunday bulletin and the parish website.

If you do not wish your child to be photographed, please submit a request in writing.

Reconciliation is celebrated every Monday from 7:00 pm to 8:00 pm, Saturday from 4:00 PM to 4:45 PM, and Sundays between the 10:30 am and 12:00 pm Masses in

the church, or by appointment, with a priest at the Parish Center. There will be an opportunity for each student in grades 2, and higher to receive the sacrament during the school year.

Safe Environment: The Diocese of Rockville Centre and Holy Family Parish are dedicated to promote and ensure the protection and safety of all children and young people. The Diocese of Rockville Centre, along with the Holy Family Parish, will do all in its power to create a safe environment for children and young people, to prevent their physical and mental abuse, sexual abuse and neglect.

In September 2003, the Diocesan Child Protection Policy was implemented in our parishes, schools, and agencies. All volunteers in our Religious Education Program are in full compliance with these Diocesan policies and procedures. See [Diocesan Child Protection Policy](#)

Please see the link below for more information on the DRVC Thoughtful and Safe Life Lessons [Office for the Protection Children/Young People \(google.com\)](#)

Snacks: According to Diocesan policy, no food, candy, or drinks will be allowed during Religious Education classes.

Children with Special Needs: Every reasonable effort will be made to assist parents to provide the best possible learning experience for their children. Children with mild developmental delays, as well as ADHD and ADD, can be included in typical classrooms. The Religious

Education Office will make every effort to find catechists to work on a one-to-one basis, or in small group sessions, for providing faith formation to students with special needs that cannot be met in a typical classroom.

Substance Abuse: Substance abuse is defined as the possession of, use of, selling of, or distributing any unauthorized, illegal drug, chemical, alcohol, or tobacco-like substance, which can be introduced into the body through ingestion, inhalation, or injection. Any student found in possession of an illegal or unauthorized substance on parish property or at parish-sponsored events, will be immediately suspended from the program. A conference with the student, the parent, the Administrator, and the Pastor is mandatory for re-admittance into the program. Any student selling or distributing, will be turned over to the local authorities.

Materials: All students are expected to bring their books, and a pen or pencil with them to class each session.

For your convenience, please use this link (as needed) to access an electronic copy of the Catholic Catechism.

<https://www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church>

We ask that students in Levels 7 and 8 bring their bibles with them to class. Students in Level 6 will receive their bibles at the beginning of the school year, and will be asked to bring them to class each week.

If a child loses their textbook, a new one must be purchased at the cost of \$20 per textbook.

Trips to Holy Family Church: It is customary for catechists to take their classes to Holy Family Church during the school year. In order to allow flexibility of these trips, permission will extend for the entire 2023-2024 school year.

Tuition: Religious Education fees are used for books, supplies, and other needs of the faith formation program. **It is expected that tuition be paid, in full, at registration.** . If there is a financial burden, we will work with you towards resolving tuition payment. Please call the office if you need to discuss a financial hardship. All calls will be kept confidential. The fees are follows:

1 child	\$200
2 children	\$275
3 or more children	\$350

- *First Holy Communion Fee \$100 per child
- *Confirmation Fee \$150 per child

*These fees are billed separately. A letter regarding these fees and dates they are due will be sent home.

Visitors: Under no circumstances are parents/guardians/relatives/friends of the Religious Education students permitted to roam the halls of the school building. If a student needs to be dismissed early, the parent/guardian must notify the Religious Education Office prior to the early dismissal. On the day of the early dismissal, the parent/guardian must come to the Religious Education Office. At that time, the student will be brought to the parent waiting in the office.

Holy Family Religious Education Office Contact Information

Holy Family Parish
17 Fordham Avenue
Hicksville, NY 11801

Colleen Mosley, Director of Religious Education

Telephone: (516) 938-3846, ext. 320

Email: cmosley@holyfamilyparishny.org

Parish Website: <https://www.holyfamilyparishny.org>

Facebook: [HF Rel. Ed. Facebook Page](#)